

Little Eaton Primary School

**APPLICATION BY PARENT/S FOR A CHILD'S LEAVE OF ABSENCE FROM SCHOOL
FOR EXCEPTIONAL CIRCUMSTANCES.**

To the Headteacher

Name of Child..... Year Group

Name of both parents:
.....

Address
.....
.....

**I / We wish to apply for our child to be absent from school for EXCEPTIONAL
CIRCUMSTANCES.**

Dates:

From..... To.....

Total number of days requested

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances:

Signed (**both parents** if applicable)

Date

.....

**THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER AT LEAST 2 WEEKS BEFORE
THE DATE OF REQUESTED LEAVE.**